# TEAGHER'S DAILY REC

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### TO THE TEACHER:

The following suggestions and forms, if earefully followed, will conduce to uniformity and system. Originality is good in its place, but in the keeping of School Records, it is not well to change established forms without good reasons:

#### SAMPLE PROCRAMME FOR STUDY AND RECITATION.

RECITATION PROGRAMME			STUDY PRO	GRAMME	
Recitations	Time	Study-a	Study- b	Studye	Study-d
Opening Exercise d Chart Class e Arithmetic b Reading a Arithmetic c Reading d Numbers b Arithmetic a Language NOON *News, Facts, etc. d Chart Class c Language b Language a History and Geography Recess c Geography	9.10— 9.60 9.20— 9.35 9.35—10.00 10.60—10.25 10.30—10.45 11.05—11.15 11.18— 11.35 11.50—11.50 1.00— 1.00 1.00— 1.10 1.10— 1.20 1.20— 1.40 1.40— 2.00 2.00— 2.30 2.30— 2.45	Arithmetic Arithmetic Arithmetic Arithmetic Recess Language Language History Noon History Geography Geography Recess	Arithmetic Recess Arithmetic Arithmetic Language Noon. Language.	Arithmetic Reading. Reading. Recess. Language Language Language Loon. Geography Geography Map-Drawing Recess	Numbers. Busy Work. Busy Work. Recess. Drawing Busy Work. Busy Work. Noon Numbers. Writing. Writing. Recess.
Writingb & c Geography. a Reading	3.00- 3.15 3.15- 3.30 3.30- 3.50	Reading	Map-Drawing ents, Memory G	Map-Drawing	Numbers. Numbers.

<sup>\*</sup>For general lessons at this hour each day, the teacher may give the important news from a good daily, or read a selection from some primary science work, give a talk on great men, selecting one for each day, on ocean enrrents, volcanoes, geology, botany, zoölogy, easy experiments in natural philosophy, great inventions, how iron is made, how oil is procured, how gold and silver are mined, and many other subjects of interest and instruction.

#### PROCRAMMES-ARRANCE THEM FOR A PURPOSE.

Programmes should be so arranged that the mechanical studies—such as writing, mapdrawing, and general work—will come in the afternoon, and after recess when practicable. If pupils study as they should during the forenoon and the first session in the afternoon, they will not have sufficient energy left for bright, wide-awake study during the last session, and the time can be more profitably spent in work that takes time but requires little thought.

#### TWO VITAL POINTS IN EDUCATION.

First. Lead Pupils into Habits of Study that will beget a Healthful Growth of the Mental Faculties.

The committing of facts does not necessarily scene mental development or increase mental power. The process of acquiring knowledge may do the mind more harm than good. "O, yes, you mean superficial study." I mean nothing of the kind. I refer to the method, character and habit of mental action. "Hard" and "thorough" study, so-called, sought after by carnest teachers and performed by faithful pupils, often does more harm than good. As is well stated in Welch's "How to Study." "Most of our hard-working, faithful students become the merest mopes—sheer plodders, studished book-suckers. They learn by rote; originality is dwarfed. Their process of education is one of mere committing, "thorough" though it may be. Instead of the heathful assimilation of knowledge which begets mental power, we find only the impressing and branding of facts in the form of spoken or written word-symbols, which though the pupil reproduce them in faultless language, are still mere impressions, undigested and unassimilated—a thing apart from the mind itself, which not only does not beget power, but becomes mere lumber and transmels the mind's productiveness and originality."

The wrong habit of study, however thorough, hard and faithful the work, may do, nay, often does do more harm than good. The result is, we find stultified, moping, plodding habits of thought where we ought to find bright, active, vigorous, original, keen, healthy minds. The boy can't solve the simplest problem in his father's business if it happens to contain some new condition not found in the book or not fitted to ease and rule. More attention must be given to the manner and method of study and habit of thought. Pupils must be trained "How to Study."

Second. The DEVELOPMENT of CHARACTER is of more importance than the learning of books.

To cause pupils to grow in honesty, truthfulness, purity, unselfishness, nobility, integrity, love and honer is of far greater importance than to teach them Arithmetic, Grammar, and the rest of the common branches. And yet our schools spend nine-tenths of the time in acquiring a knowledge of the books, while Character Building is touched only incidentally in a general way, or not at all. How much Arithmetic, Grammar, or Geography would pupils catch "in a general way?" The Sciences would have to become more contagious than now "to be caught in a general way." But Character Building, the Development of Manhood and Womanhood, the weeding and pruning of the vices and watering and sunning of the virtues, the drawing out and building up of the character and affections—that part of pupils' nature which is all we respect and honor and love in actual life—that which makes men good citizens, honest business men, loyal in the family relations, true as friends—this must not be left to chance in our schools. It must not be left to a crude form of irregular "general instruction." It is worthy of a daily recitation and daily systematic drill—side by side with other branches. It should be made the most important study in our schools.

A recitation in it should be given dally. The drill should be scientific, close, systematic. Not until the toacher can make a *Character chart* of every pupil in his school and give him his per cent, in honesty, truthfulness, generosity, frankness, integrity, etc., and their opposites, has he begun to study their natures systematically so as to root out tares and sow wheat.

You ask, "how to do this work?" Every teacher can do it. There are good books outlining the subject; for example, Welch's "How to Study." And similar books. Any teacher who realizes the importance of this work can find a way to do it. If you appreciate this work, write me and I will take pleasure in helping you to set it on foot in your school. Let it not be said of any of our pupils hereafter, "They have committed the facts of the books, but can't use or apply them in solving the problems of life that cach day brings," or "They have learned the common branches very well, but are untruthful, unloved, impure—in character, meaner than when they entered school."

For teachers who have Welch's "Ilow to Study" it will be helpful to note

#### A Few Suggestions on Conducting a Class in "How to Study."

Suppose we take Lesson I.—Activity and Vigor of Thought. Pages 9 and 10.

1st.—Pupils read section 1, each reading one paragraph, all the class having books open.

2d.—All pupils close books, except one who reads the first paragraph, and then some pupil in the class is called on to give the subject of the paragraph just read. This exercise is continued over each paragraph of the lesson.

3d.—Some pupil of the class gives the substance of the whole lesson in his own language,

4th.—Teacher and pupils ask questions on points in the lesson and freely discuss topics suggested by it.

5th.—The teacher assigns the lesson to some pupil to write up the substance of it in his own language, and enlarge upon it, his essay to be read before the class at the close of the next day's recitation.

6th.—One or more pupils are assigned the work of bringing in selections from different authors, bearing on the topic of the lesson, and reading them before the class after the essay is read.

The order of work is followed in each lesson with such variation or modification as each teacher's tact may devise. The aim should be to make each recitation pleasant and the discussion free and enjoyable. The original essay, on former lesson and general supplementary reading, comes at the close of each lesson. I will take pleasure in corresponding with you about this work if you are interested.

W. M. WELCH, Garden City Block, Chicago.

## TEACHER'S DAILY REGISTER

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## PRIMARY AND GRADED SCHOOLS

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AUTHOR OF

Classification Record and Course of Study for Country Schools, Institute Records, Reporting Blanks, How to Organize,

Classify and Teach a Country School, Teacher's Memory, Gems, How to Study, etc.

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Winfred Cole, Teacher.

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TEACHER'S DAILY REGISTER.—FOR THE TERM Vin Ter / Kim/ Term. MONTHS OF NAMES OF PUPILS.

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# TEACHER'S DAILY REGISTER.—FOR THE TERM

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# MONTHLY SUMMARIES.

As Monthly Reports are legally required in some States and by some District Boards in others, this space is assigned as a convenient place of record.

Mumber of days taught—19 Grand Total No. days attendance—19 Average Daily Attendance—19 Total No. Different Fupils Enrolled during School Year, up to date—19 School Year, up to date—19 Teacher.	Month ending Oct 26 th 100 0 189  Number of days taught 20  Srand Total No. days attendance 4 20  No. of Pupils Enrolled Total No. Different Pupils Enrolled during 23  School Year, up to date -	Month ending  Number of days taught.  Grand Total No. days attendance  4 verage Daily Attendance.  No. of Pupiis Enrolled Total No. Different Pupils Enrolled during  School Year, up to date.  Teacher.	Month ending 1659  Number of days taught	Month ending
Month ending  Number of days taught  Grand Total No. days attendance  No. of Pupils Enrolled  Total No. Different Pupils Enrolled during  School Year, up to date  School Year, up to date	Month ending	Month ending 200 Mel. 9, 1900. 188  Number of days taught 200  Grand Total No. days attendance 2002.  Average Daily Attendance 2002.  No. of Pupils Enrolled  Total No. Different Pupils Enrolled during 2000 Sear, up to date	Month ending  Number of days Light  Grand Total No. days attendance  No. of Pupils Enrolled  Total No. Different Pupils Enrolled during  School Year, up to date  School Year, up to date	Month ending

# MONTHLY SUMMARIES.

As Monthly Reports are legally required in some States and by some District Boards in others, this space is a solution of record.

Mumber of days taught	Month ending	Month ending Annual Annual Annual Annual Annual No. days attendance Annual Annu	Month ending  Number of days targht  Grand Total No. days attendance  Average Daily Attendance  No. of Pupils Enrolled  Total No. Different Pupils Enrolled during  School Year, up to date  School Year, up to date	Wonth ending 1899 Number of days taught.  Grand Total No. days attendance.  Average Daily Attendance.  No. of Pupils Enrolled  Total No. Different Pupils Enrolled during  School Year, up to date.
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# LIST OF TEXT BOOKS USED.

and W. H	BRANCHES TAUGHT	Ne. of Pupils	TEXT BOOKS USED	Designating Letter	WHEN ADOPTED	NAMES OF AUTHORS	No. of Books
				ABCOEFGHIJKLMNOPQRSTUVWXYZ			

## LIST OF GRADUATES.

(OR ROLL OF HONOR.)

•	For th	he Year	Finding 189 189	For to	he Yea	ar Ending189	For ti	he Ye	ar Ending189
	Month		NAMES	Month	Day	NAMES	Month	Day	NAMES

## REGISTER OF VISITORS.

SCHOOL OFFICERS AND OTHERS.

***************************************	Month	DATE Day	Year	NAME	RESIDENCE.	REMARKS
	Dec.	2 19	1899	Miss Gertrude Inou,	Mattawan Mich.	
	now.	13,79	1910	Mrs. J. J. neale Earrie Rix	Louis Haven mich. mattawan mich. Rix mich.	•
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# Daily Programme of Recitation and Study.

	From	•••••••••••		189 , to	189	Commence of the second of the	990°° 77000000000 115 °° 111041141111111111111111111111111111	Teacher.
	BEGIN.	TIME.	CLASS I.	5.LASS II.	CLASS IN.	CLASS IV.	CLASS V.	CLASS VI.
1	Hour, Min.	MIN.						
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# Daily Programme of Recitation and Study.

	From	•••••••••••		189 , to	189	Commence of the second of the	990°° 77000000000 115 °° 111041141111111111111111111111111111	Teacher.
	BEGIN.	TIME.	CLASS I.	5.LASS II.	CLASS IN.	CLASS IV.	CLASS V.	CLASS VI.
1	Hour, Min.	MIN.						
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# FORM FOR KEEPING THE REGISTER.

#### TEACHER'S DAILY REGISTER—FOR THE TERM COMMENCING MAY 20th, 1893, AND ENDING JUNE 21st, 1893.

SPRING TERM.

JOSEPHINE HARRISON, TEACHER.

	MONTHS OF							MA	Υ.														JUI	NE.									nce	ent.			В	BRAN	SCH	ES S	STU	DIE	D.	
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Number.	NAMES OF PUPILS.	Age.	Mon.	Tues.	Wed.	Thurs.	Fri.	Weekh	Mon.	Tues.	Wed.	Thurs.	Fri.	Weekly	Mon.	Tues.	Wed.	Thurs.	Fri.	Weekly	Mon.	Tues.	Wed.	Thurs.	Fri.	Weekl	Mon.	Tues.	Wed.	Thurs.	Fri.	Summa	Total At in Da	No. Day	Deportme	Reading	Wr.ting.	Orthography	Arithme	Gramma	Geography	U.S. His	Algebra	Geometi
1	Frank Jones	11	Е		206		1	4.5						5	\					4.5			x			4						5	23	2	90	*	*	*	*	3/c	*			
2	Thos. Daniels	9	Е					5						5	10e					5						5						5	25		100	*	*	*			*			
3	Sarah Deane	12	E			x		4						5						5			\	1		4	X	x				3	21	4	80	*	*	*						
4	John Lane	14			E			3			20			5						5	X					4						5	22	1	100	*	†	*	*	*	*	*	*	
5	Eliza Bane	10					-		E				X	4						5						5						5	19	1	100	*	*	*	*	*	*			
6	Henry Adams .	8			1							Е		2	15		10	X		4	X		10e	X	X	2						5	13	4	60	字	*	*						

In the above form the record is given of the attendance and punctuality of six pupils during a term of five weeks. E indicates the day ou which the pupil entitle school. Vindicates absence in the forenoon. Indicates absence in the afternoon. Small figures in the upper half of the space indicate the number of minutes late in the forenoon, and small figures in the lower half the number of minutes late in the afternoon. e after the small figures signifies that the tardiness is excused. The absence of marks indicates that the pupil was present the entire day. The studies pursued by each pupil are marked with a (\*) in the space opposite his or her name, and under the proper division of branches studied. The deportment of each pupil is marked in numbers, according to the general hehavior of each—100 indicating the highest degree of excellence; 95, very good; 90, good; 80 to 90, medium; 70 to 80, poor; less than 70, very poor.

The record shown in the above formula is thus explained, viz.:

Frank Jones, aged 11, entered school Monday, May 20th, was 20 minutes late (tardiness excused) in the forenoon of Wednesday of the same week, was absent on Friday afternoon, was absent forenoon of Monday, June 3d. and absent all day Wednesday, June 12th. Attendance, first week, 4½ days; second week, 5 days; third week, 4½ days; fifth week, 5 days—total attendance for the term, 23 days; number of days absent, 2. Deportment good—studying Reading, Writing, Orthography, Arithmetic, Grammar and Geography.

Henry Adams, aged 8, entered school Thursday, May 30th, was 15 minutes late afternoon of Monday, June 3d, and 10 minutes late forenoon of Wednesday, June 5th, absent all day Thursday, June 6th, absent all day on Monday, June 10th, Thursday, June 13th, and Friday, June 14th, was 10 minutes late (tardiness excused) afternoon of Wednesday, June 12th. Attendance, first week, 2 days; second week, 4 days; third week, 2 days; fourth week, 5 days—total attendance for the term, 13 days; number of days absent during the term. 4. Deportment very had—studying Reading, Writing, and Orthography.

Thos. Daniel, aged 9, entered school Monday, May 20th, and was constant in attendance throughout the term. He was 10 minutes late in the forenoon of Monday, June 3d, but was excused for tardiness. His total attendance for the term was 25 days. Deportment excellent—studying Reading, Writing, Orthography and Geography.

The record of the other three pupils can easily he read by reference to the above explanations, and the teacher can very readily become familiar with the system which is thought to be as simple, and at the same time as clear and exact, as any in use.

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occasion requires.

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ist. To train students in correct habits of studying each branch; to inculcate method and system; to lead them to such habits of study and of thought as will conduce to the healthful growth of the various faculties of the mind and make bright, active, interested pupils where now are dull, plodding and judifferent ones; to lead them to study with interest and avidity for growth regardless of "amount gone over" or of "what books studied;" to lead them to form habits of life that will go with them beyond the school-room, and guide and control them in each day's work, and encourage and nerve them in fighting each battle and solving each problem that every day is sure to bring to earnest and thoughtful students, especially to those with a healthful sense of responsibility.

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